



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRISON INDUSTRIES SUPERVISOR II	35	G	7.332
PRISON INDUSTRIES SUPERVISOR I	33	G	7.333

SERIES CONCEPT

Prison Industries Supervisors plan, organize and supervise the operation of a Prison Industries production program and ensure profitable operation. Examples of prison industry programs include a mattress factory, print shop, furniture factory, drapery shop, and a dairy farm.

Supervise the performance of prison inmates in manufacturing goods for sale to other government and private entities; perform the full scope of supervision including selection, work assignment and review, training and discipline.

Maintain adequate inventory levels of necessary raw materials based upon delivery schedules, product and vendor history, and sales reports.

Participate in planning and designing new products and services by providing technical expertise regarding cost efficient material usage, quality standards, and production capabilities.

Establish work safety and security procedures such as tool and hazardous material control systems to ensure the efficient and safe operation of the work unit and the security of all inmates in accordance with the American Correctional Association Accreditation requirements.

Maintain accounting records and prepare required reports including customer billing, supply purchases, shipping receipts, and inmate payroll to ensure the accuracy of cost accounting records.

Plan and monitor the manufacturing of goods including developing production schedules, arranging for needed materials and ensuring the proper staffing level; inspect work in progress and finished goods to ensure products are manufactured according to production schedules and quality standards.

Perform related duties as assigned.

CLASS CONCEPTS

Prison Industries Supervisor II: Positions at this level work under direction of the Assistant Director for Prison Industries and manage a major production center such as print shop, mattress factory, dairy farm, and furniture factory. Incumbents develop operating budgets for production centers by reviewing sales forecasts, production reports and goals, and projecting costs for upcoming years. They also monitor expenditures and review inventory, costs and production; monitor the cost accounting records on a daily basis to ensure profitable operations; communicate with sales staff regarding production demands; resolve customer complaints; prepare status reports on production; resolve operation problems; and ensure subordinate staff are properly trained.

PRISON INDUSTRIES SUPERVISOR II

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PRISON INDUSTRIES SUPERVISOR I

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CLASS CONCEPTS (cont'd)

Prison Industries Supervisor II (cont'd)

Incumbents supervise the performance of inmates and subordinate personnel which may include Prison Industries Supervisor I's.

Prison Industries Supervisor I: Positions at this level report to a Prison Industries Supervisor II and oversee day-to-day production activities in an assigned industry. Incumbents supervise the performance of prison inmates in manufacturing goods or providing services; monitor work safety and security procedures; and develop production schedules. Incumbents may be assigned to oversee production activities on an evening shift.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * A maximum of two years of experience as a Correctional Officer may be substituted for one year of the required business-related experience.

PRISON INDUSTRIES SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six years of progressively responsible experience in a business environment producing manufactured goods or providing services including setting production/work schedules, recordkeeping, and ensuring the availability of required materials, supplies, equipment and tools, including at least two years of supervisory experience. (See Special Notes and Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: business management in the areas of planning and scheduling the activities of a factory or service industry; fiscal accountability, particularly in the areas of budget and cost accounting; procurement principles and practices; industry health and safety standards and regulations; and quality assurance procedures. **Ability to:** analyze problems and initiate effective courses of action; establish and maintain effective and cooperative working relationships with a variety of persons and groups contacted in the course of work; prepare and present oral and written reports; plan and direct the work of subordinate staff; determine training needs and develop or coordinate training programs; ensure compliance with established standards of quality, production schedules and special customer requests; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Prison Industries policies, guidelines and activities; departmental regulations and applicable statutes; and American Correctional Association Accreditation requirements. **Ability to:** develop and implement cost-effective production schedules and quality assurance programs applicable to the cost center.

PRISON INDUSTRIES SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience in a business environment producing manufactured goods or providing services including setting production/work schedules, recordkeeping, and ensuring availability of materials and supplies. (See Special Notes and Requirements)

MINIMUM QUALIFICATIONS (cont'd)

PRISON INDUSTRIES SUPERVISOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: tools, equipment and work processes applicable to the assigned industry; operation and maintenance of specialized shop or factory equipment used in the assigned industry; and applicable health and safety regulations. **General knowledge of:** business principles, practices and operations such as scheduling and planning production activities; estimating quantities of raw materials, operating supplies and equipment requirements. **Ability to:** supervise the activities of workers in a factory, shop or service environment. **Skill in:** basic mathematical computation sufficient to perform payroll and shop calculations; motivating others to effective action; recordkeeping techniques to sufficiently prepare journal entries and production records; written English sufficient to compose routine business correspondence and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State rules and regulations regarding security controls and custody procedures for inmates; State purchasing procedures and guidelines; federal and State rules, regulations and laws regarding the service or manufacturing industry to which assigned; and American Correctional Association Standards applicable to the assigned service or manufacturing industry.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.332</u>	<u>7.333</u>
ESTABLISHED:	12/11/81	2/7/01R 5/25/01UC
REVISED:	01/29/82	
REVISED:	10/25/85	
	05/20/88PC	
REVISED:	12/09/88-3	
REVISED:	10/19/90-3	
REVISED:	07/01/91P	
	11/29/90/PC	
REVISED:	07/01/93P	
	09/24/92PC	
REVISED:	03/22/95UC	
REVISED:	10/19/00UC	
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REVISED:	5/25/01UC	